



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C20

For the meeting of: February 6, 2018

Date: January 3, 2018

To: Board of Supervisors

From: Lisa DeMatteo, Director of Human Resources *LD*

Subject: Amendment of the 2015-2016 and 2016-2017 Compensation Plans for Management & Confidential Employees to adopt the new job class of Information Technology (IT) Security Analyst I/II/III

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new job class of IT Security Analyst I/II/III (class 0289, salary range 444/459/493, unit 09); and
2. Adopt Resolution No. *18-04* (attached) approving the amendment to Attachment 1 of the 2015-2016 and 2016-2017 Compensation Plans for Management & Confidential Employees to include the new job class of IT Security Analyst I/II/III (class 0289, salary range 444/459/493, unit 09) effective the first full pay period following approval by the Board.

SOURCE OF FUNDING:

County Administrative Office, IT Division, budget unit 118

Prepared by Lisa DeMatteo

CAO Approval *[Signature]*

REVIEW: Auditor _____ County Counsel *[Signature]* Human Resources *LD* Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*

Nays _____

Abstain _____

Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 2/6/18

By: *[Signature]*
Kathy Hayes, Clerk of the Board

DISCUSSION:

At the request of County Administrative Office, the Human Resources Department conducted a classification review of a newly proposed position to perform a variety of IT security duties for the IT division of the County Administrative Office. The purpose of the review was to determine if development of a new class was appropriate, and if so, develop the specifications for that class.

Based upon the information provided by Jim Storm, Director of IT Services in the related Job Analysis Questionnaire, and discussions, Human Resources recommends that the new confidential job class of IT Security Analyst I/II/III be adopted into the classification plan. Currently, there does not exist a county job class that appropriately reflects the duties and functions of the proposed position.

The newly proposed position reports directly to the IT Division Director and is responsible for implementing and coordinating IT security measures and resolving day-to-day IT security issues. The responsibilities for this flexible class will be dependent upon experience and relevant certification in the field of IT security. At level I, incumbents work under close supervision while learning the skills to become appropriately certified. Level II is the journeyman level and incumbents are capable of completing a wide variety of IT security work under general supervision. Level III is the advanced level for this position which must possess gold standard certification in the field of IT security and be capable of handling the most complex IT security issues using independent judgment.

Duties will include, but are not limited to: conducting assessments of the county's IT security status and responding to incidents; collaborating with compliance and privacy teams to address corrective action plans; identifying IT security threats and incidents; providing technical input to countywide IT security policies, procedures, and practices; providing IT security training; coordinating with vendors to ensure adherence to high levels of IT security; assessing county applications for IT security vulnerabilities; and collaborating with partners to ensure quality and timeliness of IT security related projects.

The recommended salary range for this position is 444 for IT Security Analyst I, 459 for IT Security Analyst II, and 493 for IT Security Analyst III. The jump in salary range from the II level to the III level is due to the requirement that the IT Security Analyst III possess the industry gold standard in IT security certification, which requires a minimum of five years of experience in the field of IT security, requires an advance level of knowledge to attain, and is highly sought after by other agencies.

FINANCIAL IMPACT:

There is no financial impact for adopting the new job class of IT Security Analyst I/II/III. The County Administrative Office will present information on the financial impact of a new allocation for this position when they choose to do so.

This agenda item supports the Boards strategic framework by providing for the security of the county's IT infrastructure.

OTHER AGENCY INVOLVEMENT:

County Administrative Office – Information Technology Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the adoption of the new job class of IT Security Analyst I/II/III. However, this is not recommended as it will reduce the county's ability to prevent and respond to information security threats.

ATTACHMENTS:

- Resolution No. 18-04
- Classification Review Memo
- Job specification for IT Security Analyst I/II/III
- Amended Attachment 1 of the 2015-2016 and 2016-2017 Compensation Plans for Management & Confidential Employees

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of February 6, 2018

RESOLUTION NO. 18-04

AMENDING RESOLUTION NO. 16-10 (COMPENSATION PLANS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND FOR ELECTED AND APPOINTED COUNTY DEPARTMENT HEADS)

WHEREAS, the Board of Supervisors of the County of Humboldt (County) is authorized by the provisions of Section 25300 of the Government Code of the State of California to provide for the number, compensation, tenure, appointment and conditions of employment of County employees by resolution; and

WHEREAS, on January 19, 2016, the Board of Supervisors adopted Resolution No. 16-10, providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

WHEREAS, the Board of Supervisors desires to amend Resolution No. 16-10 providing for the implementation of the 2015-2016 and 2016-2017 Compensation Plan for Management and Confidential Employees and for Elected and Appointed County Department Heads; and

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows;

1. Include the classification of IT Security Analyst I/II/III (salary range 444/459/493, class number 0289, employee unit 09) in the classification plan; and
2. This resolution shall become effective immediately following adoption by the Board.

Dated: February 6, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Wilson, seconded by Supervisor Bass, and the following vote:

| | | |
|----------|-------------|---------------------------------------|
| AYES: | Supervisors | Bohn, Fennell, Sundberg, Bass, Wilson |
| NAYS: | Supervisors | -- |
| ABSENT: | Supervisors | -- |
| ABSTAIN: | Supervisors | -- |

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

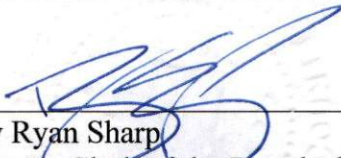
Certified copy of portion of proceedings, Meeting of February 6, 2018

RESOLUTION NO. 18-04

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California



Human Resources/Risk Management
County of Humboldt
825 5th Street, Room 100
Eureka, CA 95501

DATE: November 8, 2017

TO: Amy Nilsen, County Administrative Officer

FROM: David Gauthier, Human Resources Analyst II

SUBJECT: **Classification review for a newly proposed position to oversee and coordinate the implementation of countywide information technology security measures.**

At the request of your office, the Human Resources Department has conducted a classification review of a newly proposed position to perform a variety of IT security duties for the IT division of the County Administrative Office. The purpose of the review was to determine if development of a new class is appropriate, and if so, develop the specifications for that class.

Based upon the information provided by Jim Storm in the related Job Analysis Questionnaire, and our discussions, Human Resources recommends that the new confidential job class of IT Security Analyst I/II/III be adopted into the classification plan. Currently, there does not exist a County job classification that appropriately reflects the duties and functions of the proposed position.

The purpose of the newly proposed position reports directly to the IT Division Director and is responsible for implementing and coordinating IT security measures and resolving day-to-day IT security issues. Level of responsibilities for this flexible class will be dependent upon experience and relevant certification in the field of IT security. At level I, incumbents work under close supervision while learning the skills to become appropriately certified. Level II is the journeyman level and incumbents are capable of completing a wide variety of IT security work under general supervision. Level III is the advanced level for this position which must possess gold standard certification in the field of IT security and be capable of handling the most complex IT security issues using independent judgment while providing mentoring regarding IT security to other IT staff.

Duties will include, but are not limited to: conducting assessments of the County's IT security status and responding to incidents; collaborating with compliance and privacy to address corrective action plans; Identifying IT security threats and incidents; providing technical input to countywide IT security policies, procedures, and practices; provide IT security training; coordinating with vendors to ensure adherence to high levels of IT security; assess County applications for IT security vulnerabilities; and collaborating with partners to ensure quality and timeliness of IT security related projects.



**Human Resources/Risk Management
County of Humboldt
825 5th Street, Room 100
Eureka, CA 95501**

The recommended salary range for this position is 444 for IT Security Analyst I, 459 for IT Security Analyst II, and 493 for IT Security Analyst III. The large jump in salary range from the II level to the III level is due to the requirement that the IT Security Analyst III possess the gold standard in IT security certification, which requires a minimum of five years of experience in the field of IT security, requires an advance level of knowledge to attain, and is highly sought after by other agencies.

You will need to prepare a report to the Board of Supervisors following the adoption of the new classification on February 6, 2018, with the following specific recommendation:

“That the Board of Supervisors:

- 1) Allocate one full-time IT Security Analyst I/II/III (class 0289 salary range 444/459/493) unit 9 in budget unit 118 effective the first full pay period following approval.”

For informational purposes please include a copy of this report, along with the attached specification for IT Security Analyst I/II/III, with your report to the Board of Supervisors.

If you have any questions please feel free to give me a call at 476-2349.

Attachment: IT Security Analyst I/II/III

Cc: Jim Storm

IT SECURITY ANALYST I/II/III

DEFINITION

Under general direction, oversees and coordinates the implementation of County wide information technology (IT) and information security measures. Evaluates complex information related to security issues, performs risk assessments, monitors and evaluates the County's information security posture daily.

DISTINGUISHING CHARACTERISTICS

This single class position under the County Administrative Office is a specialized multi-level class in which incumbents may be assigned to any of three levels, depending upon experience and proficiency gained and attainment of appropriate certifications. The IT Security Analyst reports to the IT Division Director and is responsible for day-to-day information security issues. At the IT Security Analyst I level, incumbents work under close supervision while learning the skills to become appropriately certified. Once appropriate certification and the requisite experience is achieved, incumbents may advance to the journeyman II level in the series, capable of completing a wide variety of information security work under general supervision. At the III level, the incumbent has significant experience and advanced skills in information security, possesses all of the necessary certifications, exercises a high level of independent judgment to resolve the most complex IT security issues, and provides mentoring and technical assistance regarding security issues to other IT staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Conducts daily general assessments of the County's information security status and participates in responding to an on-going security incident.
- Collaborates with compliance and privacy teams to address corrective action plans; assists in developing and updating the County IT Incident Response Plan.
- Identifies information security threats and incidents; audits pertinent logs, analyzes the results from information security scans and coordinates with County and non-County technical contacts and organizations to identify, investigate, respond and resolve information security incidents.

- Provides technical input to County-wide information security policies, procedures, standards and practices.
- Provides, develops, and assists with training and security awareness programs for technical, and business staff.
- Coordinates with departmental management and technical support staff to plan, schedule and oversee the implementation of information security solutions.
- Coordinates with vendors to resolve implementation issues; utilizes the application security checklist to assess vendor security posture for all Software as a Service, Platform as a Service, and Infrastructure as a Service (hosted) types of contracts.
- Conducts research to identify alternatives for resolving information security issues and collaborates with senior technical staff from all departments to develop specifications for hardware and software information security systems.
- Develops standards, methods and procedures for securely configuring County servers and computer equipment, multi-functional devices, data centers, databases and backups using the national vulnerability database and associated checklists.
- Defines and establishes technical standards, methods and tools for investigation of information security incidents and performs investigations when required.
- Mentors Countywide IT staff to address information security, including assisting in identification, investigation and resolution of issues.
- Performs analysis and evaluation of County web applications to identify vulnerabilities present in application code; collaborates with web application development team to apply code fixes.
- Performs assessment and evaluation of County wireless networks, reporting vulnerabilities to the appropriate County staff; conducts wireless evaluations to identify any unauthorized wireless networks and devices.
- Maintains and updates County employee intranet content dedicated to information security.
- Assists the IT Division Director in collaborating with information security vendors to perform third-party information security audits and coordination with departments.
- Collaborates with technical staff of other IT groups to ensure quality and timeliness of information security related projects.

- Conducts or assists with forensics investigations to determine if a security breach and/or misuse of information systems or networks has occurred.
- At the IT Security Analyst I level, may perform IT Technician II duties as needed.
- At the IT Security Analyst II/III level, may perform IT Systems Supervisor duties as needed.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

Network engineering and design principles, practices, terminology, trends and usage utilized by large complex organizations.

IT security principles, practices, terminology and trends.

Communications hardware and associated software such as routers, network servers, computer integrated voice systems, intrusion detection/prevention, firewalls, gateways, content filtering, encryption, data loss prevention and other information security technologies.

Network services such as email transport, directory services and active directory.

Unix, Linux, Windows and operating system administration.

Communications protocols such as TCP/IP, UDP/IP, IPX/SPX.

Routing protocols such as EIGRP, OSPF, BGP.

Virtual local area network (VLAN) technology.

Wireless communications technologies and wireless IT security systems.

Information security forensic tools, rules of evidence and chain of custody.

Vulnerability management systems or services.

Web application architectures and web application IT security vulnerabilities.

Skill in:

Perform risk assessments and recommend/oversee solutions that provide the proper level of security over sensitive information.

Write customized scripts.

Communicate effectively, both verbally and in writing for technical and non-technical audiences.

Work effectively with a broad range of individuals with varying levels of technical expertise.
Troubleshoot complex information security problems and identify and recommend alternative solutions.
Establish and maintain effective working relationships with those contacted in the course of the work.
Plan and execute complex projects.
Collaborate with other technical professionals.
Prepare detailed technical reports and other documentation.
Work calmly and effectively under stressful situations.
Act as a mentor.

Other Requirements:

Must possess a valid California driver's license. Must be willing to work weekends and evenings as necessary to resolve security breaches. Appropriate certification must be attained as described below:

IT Security Analyst I: Must attain Global Information Assurance Certification (GIAC) in the Cyber Defense domain that qualify for GIAC Security Expert certification within one year of hire.

IT Security Analyst II: Must possess and maintain two current GIAC certifications in the Cyber Defense domain that qualify for GIAC Security Expert certification.

IT Security Analyst III: Must possess valid certification as a GIAC Security Expert or Certified Information Systems Security Professional (CISSP).

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

IT Security Analyst I: Equivalent to graduation from a four year college or university with a degree in Computer Science, Management Information Systems, or related field and one year of experience in computing and information security, including security policy development, security education, network penetration testing, application vulnerability assessments, risk analysis and compliance testing. Incumbents must attain GIAC certification as listed above within one year of hire.

IT Security Analyst II: In addition to the above, two years of experience at a level equivalent to the County classification of IT Security Analyst I and possession of all required certifications as listed above.

IT Security Analyst III: In addition to the above, two years of experience at a level equivalent to the County classification of IT Security Analyst II and possession of all required certifications as listed above.

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

| CLASS NUMBER | CLASS | FLSA EXEMPT STATUS | AMENDED SALARY RANGE 4-10-16 | AMENDED SALARY RANGE 7-3-16 | AMENDED SALARY RANGE 1-1-17 |
|--------------|--|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0606 | Accountant/Auditor I | N | 391 | 395 | 399 |
| 0606 | Accountant/Auditor II | E | 413 | 417 | 421 |
| 0199 | ADA Coordinator | E | - | 446 | 450 |
| 0605 | Administrative Analyst I | E | 411 | 415 | 419 |
| 0605 | Administrative Analyst II | E | 442 | 446 | 450 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board I | N | 374 | 378 | 382 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board II | N | 394 | 398 | 402 |
| 1115 | Administrative Assistant/Deputy Clerk of the Board III | E | 414 | 418 | 422 |
| 0166 | Administrative Secretary | N | 355 | 359 | 363 |
| 0775 | Administrative Services Manager | E | 444 | 448 | 452 |
| 0776 | Administrative Services Officer | E | 419 | 423 | 427 |
| 0102 | Administrative Support Manager to the BOS/Clerk of the Board | E | 442 | 446 | 450 |
| 0617 | Airport Manager | E | 454 | 458 | 462 |
| 0439 | Animal Control And Facilities Manager | E | 424 | 428 | 432 |
| 0624 | Assistant Agricultural Commissioner/ Sealer Weights and Measures | E | 450 | 454 | 458 |
| 0646 | Assistant Auditor-Controller | E | 485 | 489 | 493 |
| 0474 | Assistant Chief Probation Officer | E | 485 | 489 | 493 |
| 0408 | Assistant Coroner-Public Administrator | E | 439 | 443 | 447 |
| 0601 | Assistant County Administrative Officer | E | 564 | 568 | 572 |
| 0109 | Assistant County Clerk | E | 422 | 426 | 430 |
| 0603 | Assistant County Counsel | E | 566 | 570 | 574 |

FLSA Exempt Status Codes:
"E" = Exempt Status
"N" = Non-exempt Status

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

| CLASS NUMBER | CLASS | FLSA EXEMPT STATUS | AMENDED SALARY RANGE 4-10-16 | AMENDED SALARY RANGE 7-3-16 | AMENDED SALARY RANGE 1-1-17 |
|--------------|---|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0104 | Assistant County Payroll Manager | E | - | - | 437 |
| 0142 | Assistant Dir. of Child Support Services | E | 496 | 500 | 504 |
| 0922 | Assistant Dir. of Psychiatric Nursing | E | 488 | 492 | 496 |
| 0650 | Assistant Director - Administration Health & Human Services | E | 561 | 565 | 569 |
| 0651 | Assistant Director of Human Resources | E | 508 | 512 | 516 |
| 0655 | Assistant Director of Library Services | E | 481 | 485 | 489 |
| 0649 | Assistant Director- Programs Health & Human Services | E | 561 | 565 | 569 |
| 0616 | Assistant District Attorney | E | 546 | 550 | 554 |
| 0625 | Assistant Public Defender | E | 542 | 546 | 550 |
| 0677 | Assistant Public Guardian | E | 410 | 414 | 418 |
| 0682 | Assistant Treasurer & Tax Collector | E | 485 | 489 | 493 |
| 0303 | Associate Engineer | E | 476 | 480 | 484 |
| 0223 | Auditor-Controller Payroll Specialist I | E | - | - | 365 |
| 0223 | Auditor-Controller Payroll Specialist II | E | - | - | 380 |
| 0117 | Budget Specialist | E | 438 | 442 | 446 |
| 0608 | Business Manager | E | 438 | 442 | 446 |
| 0198 | CAO Project Manager | E | 485 | 489 | 493 |
| 0838 | Chief Building Official | E | 503 | 507 | 511 |
| 0368 | Child Support Program Manager | E | 489 | 493 | 497 |
| 0680 | Child Support Special Programs Coord. | E | 420 | 424 | 428 |
| 0942 | Clinic Physician (extra help only) | E | \$120.48/hr | \$122.89/hr | \$125.35/hr |
| 0852 | Compliance and Quality Assurance Administrator | E | 475 | 479 | 483 |

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UNITS 8 AND 9
ADOPTED 1-19-16

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|--------------|---|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0113 | County Payroll Services Manager | E | - | - | 467 |
| 0207 | County Surveyor | E | 478 | 482 | 486 |
| 0759 | Departmental Information Systems Supervisor | E | 446 | 450 | 454 |
| 0618 | Deputy Auditor-Controller | E | 485 | 489 | 493 |
| 0931 | Deputy Branch Director | E | 523 | 527 | 531 |
| 0599 | Deputy County Administrative Officer | E | 520 | 524 | 528 |
| 0600 | Deputy County Counsel I | E | 427 | 431 | 435 |
| 0600 | Deputy County Counsel II | E | 460 | 464 | 468 |
| 0600 | Deputy County Counsel III | E | 493 | 497 | 501 |
| 0600 | Deputy County Counsel IV | E | 525 | 529 | 533 |
| 0438 | Deputy Director - Sheriff's Administration | E | 485 | 489 | 493 |
| 0554 | Deputy Health Officer | E | \$10,973/mo | \$11,192/mo | \$11,416/mo |
| 0315 | Deputy Planning Director | E | 503 | 507 | 511 |
| 0300 | Deputy Public Works Director | E | 512 | 516 | 520 |
| 0307 | Deputy Public Works Director - Environmental Services | E | 490 | 504 | 508 |
| 0200 | Deputy Public Works Director - Facilities Management | E | 498 | 502 | 506 |
| 0301 | Deputy Public Works Director - General Services | E | 481 | 485 | 489 |
| 0619 | Development Assistance Manager | E | 485 | 489 | 493 |
| 0510 | Director of Environmental Health | E | 499 | 503 | 507 |
| 0932 | Director of Psychiatric Nursing | E | 499 | 503 | 507 |
| 0508 | Director of Public Health Nursing | E | 499 | 503 | 507 |
| 0638 | Economic Development Coordinator | E | 465 | 469 | 473 |

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

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|--------------|---|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0634 | Economic Development Specialist | E | 442 | 446 | 450 |
| 0119 | Elections Manager | E | 444 | 448 | 452 |
| 0193 | Emergency Services Manager | E | 424 | 428 | 432 |
| 0851 | Employment and Training Manager | E | 489 | 493 | 497 |
| 0341 | Environmental Permitting and Compliance Manager | E | | 460 | 464 |
| 0202 | Equipment Superintendent | E | 439 | 443 | 447 |
| 0103 | Executive Assistant to the CAO | N | 376 | 380 | 384 |
| 0167 | Executive Secretary | N | 374 | 378 | 382 |
| 0181 | Executive Secretary-Children & Family Commission | N | 374 | 378 | 382 |
| 0253 | Facility Maintenance Manager | E | 428 | 432 | 436 |
| 0252 | Facility Maintenance Supervisor | N | 395 | 399 | 403 |
| 0184 | Fiscal Officer | E | 419 | 423 | 427 |
| 0174 | Fiscal Services Supervisor | N | 391 | 395 | 399 |
| 0545 | Health & Human Services - Mental Health Branch Director | E | 542 | 546 | 550 |
| 0544 | Health & Human Services - Public Health Branch Director | E | 542 | 546 | 550 |
| 0818 | Health & Human Services - Child Welfare Division Director | E | 542 | 546 | 550 |
| 0814 | Health and Human Services - Deputy Director-Employee Services | E | 518 | 522 | 526 |
| 0817 | Health and Human Services - Deputy Director-Finance | E | 518 | 522 | 526 |
| 0816 | Health and Human Services - Deputy Director-Information Services | E | 518 | 522 | 526 |
| 0840 | Health Officer-Medical Director | E | \$88.67/hr | \$90.44/hr | \$92.25/hr |

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

| CLASS NUMBER | CLASS | FLSA EXEMPT STATUS | AMENDED SALARY RANGE 4-10-16 | AMENDED SALARY RANGE 7-3-16 | AMENDED SALARY RANGE 1-1-17 |
|--------------|---------------------------------------|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0645 | Housing and Assistance Coordinator | E | 442 | 446 | 450 |
| 0697 | Human Resources Analyst - Risk I | E | 414 | 418 | 422 |
| 0697 | Human Resources Analyst - Risk II | E | 442 | 446 | 450 |
| 0684 | Human Resources Analyst I | E | 414 | 418 | 422 |
| 0684 | Human Resources Analyst II | E | 442 | 446 | 450 |
| 0699 | Human Resources Technician I | N | 363 | 367 | 371 |
| 0699 | Human Resources Technician II | N | 392 | 396 | 400 |
| 0380 | Information Systems Supervisor | E | 446 | 450 | 454 |
| 0417 | Investigator | E | 428 | 432 | 436 |
| 0413 | Investigator (Code Enforcement) | E | 442 | 446 | 450 |
| 0644 | IT Applications Analyst Supervisor | E | 466 | 470 | 474 |
| 0131 | IT Division Director | E | 518 | 522 | 526 |
| 0289 | IT Security Analyst I | E | - | - | 444 |
| 0289 | IT Security Analyst II | E | - | - | 459 |
| 0289 | IT Security Analyst III | E | - | - | 493 |
| 0645 | IT Systems Supervisor | E | 452 | 456 | 460 |
| 0482 | Juvenile Corrections Facility Manager | E | 429 | 433 | 437 |
| 0815 | Legal Accounting Specialist | N | 374 | 378 | 382 |
| 0683 | Legal Analyst | E | 442 | 446 | 450 |
| 0197A | Legal Office Assistant I | N | 302 | 306 | 310 |
| 0197B | Legal Office Assistant II | N | 322 | 326 | 330 |
| 0134 | Legal Office Business Manager | E | 457 | 461 | 465 |
| 0143 | Legal Office Services Manager | E | 419 | 423 | 427 |

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MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

| CLASS NUMBER | CLASS | FLSA EXEMPT STATUS | AMENDED SALARY RANGE 4-10-16 | AMENDED SALARY RANGE 7-3-16 | AMENDED SALARY RANGE 1-1-17 |
|--------------|--|--------------------|------------------------------|-----------------------------|-----------------------------|
| 0139 | Legal Secretary I | N | 333 | 337 | 341 |
| 0139 | Legal Secretary II | N | 352 | 356 | 360 |
| 0652 | Library Division Manager | E | 458 | 462 | 466 |
| 0661 | Library Operations Manager | E | - | - | 476 |
| 0344 | Manager-Clerk/Recorder's Office | E | - | 448 | 452 |
| 0902 | Medical Director | E | 717 | 721 | 725 |
| 0905 | Medical Records Manager | E | 462 | 466 | 470 |
| 0169 | Office Assistant I | N | 284 | 288 | 292 |
| 0169 | Office Assistant II | N | 305 | 309 | 313 |
| 0118 | Office Services Supervisor | N | 378 | 382 | 386 |
| 0452 | Paralegal I | N | 344 | 348 | 352 |
| 0452 | Paralegal II | N | 363 | 367 | 371 |
| 0938 | Payroll/Personnel Specialist | N | 352 | 356 | 360 |
| 0941 | Payroll/Personnel Supervisor | N | 384 | 388 | 392 |
| 0336 | Permit Supervisor | E | 448 | 452 | 456 |
| 0151 | Personnel Assistant | N | 320 | 324 | 328 |
| 0609 | Personnel Technician | N | 363 | 367 | 371 |
| 0937 | Physician/Psychiatrist | E | 686 | 690 | 694 |
| 0930 | Physician/Psychiatrist (extra help only) | E | 733 | 737 | 741 |
| 0687 | Policy and Legislative Manager (MSS) | E | 475 | 479 | 483 |
| 0475 | Probation Division Director | E | 449 | 453 | 457 |
| 0425 | Program Coordinator | E | 424 | 428 | 432 |
| 0934 | Program Manager | E | 489 | 493 | 497 |

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|-----------------|--|--------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| 0747 | Program Manager I | E | 489 | 493 | 497 |
| 0750 | Program Manager II | E | 499 | 503 | 507 |
| 0146 | Public Education and Information Manager (MSS) | E | 466 | 470 | 474 |
| 0842 | Public Guardian | E | 446 | 450 | 454 |
| 0512 | Public Health Lab Director | E | 514 | 518 | 522 |
| 0516 | Public Health Lab Manager | E | 481 | 485 | 489 |
| 0195 | Public Information Specialist | E | 411 | 415 | 419 |
| 0129 | Public Works Dispatcher | N | 345 | 349 | 353 |
| 0221 | Purchasing Coordinator | E | - | 406 | 410 |
| 0620 | Real Property Manager | E | 469 | 473 | 477 |
| 0700 | Risk Manager | E | 475 | 479 | 483 |
| 0210 | Roads Division Manager | E | - | - | 485 |
| 0201 | Road Superintendent | E | 434 | 438 | 442 |
| 0175 | Secretary | N | 339 | 343 | 347 |
| 0605 | Senior Administrative Analyst | E | 465 | 469 | 473 |
| 0605 | Senior Administrative Analyst Trainee | N | 383 | 387 | 391 |
| 0598 | Senior Deputy County Counsel | E | 540 | 544 | 548 |
| 0123 | Senior Fiscal Assistant | N | 357 | 361 | 365 |
| 0539 | Senior Health Program Manager | E | 439 | 443 | 447 |
| 0690 | Senior Human Resources Analyst - Risk | E | 454 | 458 | 462 |
| 0138 | Senior Legal Secretary | N | 374 | 378 | 382 |
| 0110 | Senior Office Assistant | N | 352 | 356 | 360 |

FLSA Exempt Status Codes:
"E" = Exempt Status
"N" = Non-exempt Status

Attachment 1

SALARY RANGE FOR
MANAGEMENT AND CONFIDENTIAL CLASSES
UNITS 8 AND 9
ADOPTED 1-19-16

| CLASS NUMBER | CLASS | FLSA EXEMPT STATUS | AMENDED SALARY RANGE 4-10-16 | AMENDED SALARY RANGE 7-3-16 | AMENDED SALARY RANGE 1-1-17 |
|-----------------|---|--------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| 0685 | Senior Payroll/Personnel Specialist | N | 362 | 366 | 370 |
| 0928 | Senior Program Manager - Mental Health | E | 499 | 503 | 507 |
| 0929 | Senior Program Manager - Public Health | E | 499 | 503 | 507 |
| 0924 | Senior Psychiatrist | E | 702 | 706 | 710 |
| 0394 | Senior Staff Services Manager | E | 456 | 460 | 464 |
| 0295 | Sheriff's Public Information Specialist | E | - | - | 419 |
| 0182 | SSB Secretary II (MSS class) | N | 355 | 359 | 363 |
| 0729 | Staff Services Analyst I | E | 411 | 415 | 419 |
| 0729 | Staff Services Analyst II | E | 442 | 446 | 450 |
| 0396 | Staff Services Analyst III | E | 444 | 448 | 452 |
| 0395 | Staff Services Manager | E | 446 | 450 | 454 |
| 0610 | Supervising Attorney | E | 542 | 546 | 550 |
| 0364 | Supervising Child Support Attorney | E | 542 | 546 | 550 |
| 0114 | Supervising Legal Secretary | N | 384 | 388 | 392 |
| 0681 | Supervising Planner | E | 466 | 470 | 474 |
| 0470 | Supervising Probation Officer | E | 429 | 433 | 437 |
| 0674 | Supervising Tax-Collector | N | 383 | 387 | 391 |
| 0171 | Supervising Treasurer | N | 383 | 387 | 391 |
| 0672 | Veterans Service Officer | N | 383 | 387 | 391 |

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